

South Jordan City

Job Description

Title: City Planner
Org: 100400
Pay Grade: 23

Effective Date: 2/1/16
FLSA: Exempt/Executive
Workers Comp: Municipal

GENERAL PURPOSE

Provide professional planning services to ensure that the City grows and develops in a manner that is consistent with its mission statement and core values. Provide leadership, direction, management, supervision and coordination of activities within the Planning Division.

SUPERVISOR

Director of Development Services/City Engineer

POSITION(S) SUPERVISED

Planning Assistant
Planning Permit Tech
Senior Planner
Planner III
Planner II
Planner I
Long Range Planner

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Assist in the development and preparation of planning commission staff reports; analyze general plan, policies, ordinance compliance, performance standards and recommend approval or denial of requests; prepare written reports in response to public requests for zoning applications and various ordinance changes; supervise the implementation of land development ordinances; maintains records, logs, and pertinent reports; prepares proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development.

Supervise and coordinate planning projects related to policy development, land use, demographic analysis, housing, economic development/impact, transportation, environmental assessments, etc.; as a project team leader, direct or conduct planning research and studies; oversee project development and progress to assure timely completion; present findings to department head and/or planning commission.

Negotiate and/or arbitrate solutions for complex development projects with citizen groups, developers, property owners, and city officials; provide professional advice to city council, planning commission, board of adjustments and related advisory planning boards.

Conduct feasibility studies; prepare a variety of reports related to project progress; review and update ordinances affecting planning, zoning, signing, traffic, development and related departmental areas; assist in coordination of projects with other departments or governmental agencies.

Assist to coordinate the citizen participation process; meet with the general public to discuss planning, zoning, and development issues; assist the public to define concerns and present public questions to management; follow up with public to apprise of city policy and decisions; coordinate the preparation of Planning Commission, Board of Adjustment and other meeting agendas as required; post and publish notice of meetings as required.

Review commercial and residential building permit applications to assure compliance with city zoning ordinances; provide signature approval for compliance and deny issuance of permits for non-compliance; cooperate with builders and developers and assist by identifying actions needed to secure compliance; oversee the residential and commercial building plan review process to assure that plans are reviewed for zoning approval within time guidelines set by the department.

Prepare and update various land use and planning maps; operate computer to generate computerized maps; utilizes computer to conduct various research and solve planning problems; assists in maintaining effective software.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree in urban planning, geography, public administration, or related field;

AND

B. Four (4) years experience in planning or related field, including two (2) years of supervisory and municipal administration experience.

2. Special Qualifications:

Valid Utah Class D Drivers License

American Institute of Certified Planners (AICP) certification preferred

3. Knowledge, Skills, and Abilities:

Principles and practices of community development, capital projects planning and local government operation and structures; urban planning and design; transportation; strategic planning; annexation; site plan review; economic development; historical preservation; housing; redevelopment; capital improvement planning; State land use law; City ordinances; GIS and map reading and interpretation; principles of public relations;

Glean relevant information and inform personnel and the public regarding City ordinances and procedures; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; frequent contacts with executives on matters requiring detailed explanations and instructions.

Apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creative design and implementation of various City policies and programs; creative solutions to complex development problems.

Ability to operate a personal computer and Microsoft products.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt
Location:	Planning
Group/BU:	General Pay Plan

EEO-4 Class:	Official/Adm
EEOP Class:	Official/Adm
Tech-Net Match:	390